



Blackburn
College



Virtual Work Experience

Before the Event

- Make a note of the date and time.
- Think about what to wear, so that you look smart.
- Make a dedicated workspace, ensure this is somewhere quiet and the background is plain (no posters etc.)
- Make sure you have access to technology, a laptop or PC are ideal or a smartphone with a camera. Let us know if you need help and support.
- Make a list of questions you may want to ask.
- Do not share the joining details with anyone else.

Stay Safe

- Ensure the background is blurred or use a background image.
- Make sure you know when your webcam is active, so you know that it is de-activated when not in use.
- Dress appropriately and look professional, as you would if you were attending the actual event.
- Never give out your personal details.
- Remember the call may be being recorded.

Contact the Placement Team if you feel that anything is not appropriate at workplacements@blackburn.ac.uk

Performance

- **Be on Time**– Join 5 minutes before so that you are not late because of technical difficulties.
- Notify the organiser beforehand if you are unable to attend because of sickness or emergencies.
- Communicate well and take opportunities to join in activities, projects, discussions and events.
- Listen carefully, observe and make notes. Be polite, responsible and respectful. Remember that you are representing Blackburn College, as well as yourself.

Afterwards

Track your experience – check on the Connect App that your experiences are recorded. If not please notify your Placement Coordinator at workplacements@blackburn.ac.uk

Make a note of the things you have learnt, tasks you have done and skills you have gained. This will be useful for future applications or interviews and will help you to see the benefits of each experience.

Enjoy the experience! Look out for any opportunities and take advantage of as many virtual experiences as you can.